

MEMORANDUM

TOWN CLERK'S OFFICE

TO: Thomas J. Willi, Town Administrator

FROM: Barbara McDaniel, CMC, Assistant Town Clerk

THROUGH: Russell Muniz, Town Clerk

DATE: May 6, 2002

SUBJECT: Council Meeting Summer Vacation Schedule

At the May 1st Town Council meeting, Councilmember Paul suggested that the July 17th Council meeting be rescheduled to July 10th to allow for summer vacations. Should Council decide to accept this suggestion, the July 10th Planning and Zoning Board meeting will need to be rescheduled, canceled or moved to another location. Since items are currently being scheduled for the July 10th Planning and Zoning Board meeting, staff will need direction no later than June 5th in order to relay this information to applicants and to allow for public notice.

For your information, a copy of a survey conducted in July 2000 on other municipal summer vacation schedules has been attached.

Please be advised that there is a possibility that workshops will be scheduled in July due to the annual budget process.

____Approved ____Denied ____Hold for Discussion

Comments: _____

Town Administrator

MUNICIPAL SUMMER VACATION SCHEDULE

Municipality	Number of Mtg's Per Month	Summer Schedule?	Comments	How Accomplished?
Coconut Creek	2	yes	no meetings in July	Cancellation notice
Cooper City	2	yes	1 meeting in June 1 meeting in July no meetings in August	Motion
Coral Springs	2	yes	1 meeting in August	Charter
Dania Beach	2	no	n/a	n/a
Davie	2	no	n/a	n/a
Deerfield Beach	2	yes	no meetings in July	Resolution/Rules and Procedures
Fort Lauderdale	2	yes	no meetings in August	Charter
Hallandale	2	yes	no meetings in July	Motion
Hillsboro Beach	1	yes	no meetings in August	Charter
Hollywood	2	yes	no meetings in August	Charter
Lauderdale Lakes	2 plus 2 workshops	yes	1 meeting in August	Resolution
Lauderdale-By-The-Sea	2	no	n/a	n/a
Lighthouse Point	2	no	n/a	n/a
Margate	2	yes	1 meeting in July 1 meeting in August	Rules & Procedures
Miramar	2	yes	1 meeting in July 1 meeting in August	Admin Procedure
North Lauderdale	2	yes	no meetings in August	Council
Oakland Park	2	no	n/a	n/a
Parkland	2	yes	1 meeting in July no meeting in August	Council
Pembroke Park	1 plus 1 workshop	yes	no meetings in July	Resolution

Pembroke Pines	2	yes	no meetings in July	Charter
Plantation	every week	yes	off every other meeting from June to August	Resolution
Pompano Beach	2 plus	yes	no meetings in August	Charter
	1 workshop			
Sunrise	2	yes	1 meeting in July 1 meeting in August	Motion
Tamarac	2 plus 2 workshops	yes	1 regular mtg/1 wkshp in July 1 regular mtg/1wkshp in August	Resolution
Weston	2	yes	1 meeting in July	Resolution
Wilton Manors	2	yes	1 meeting in August	Motion

26 cities surveyed

21 cities have a summer schedule

5 cities continue to meet as scheduled

5 cities cancel their meetings in July

5 cities cancel their meetings in August

1 city holds 1 meeting in June and 1 in July, and none in August

3 cities holds 1 meeting in July and 1 in August

1 city holds 1 meeting in July

3 cities holds 1 meeting in August

1 city holds 1 meeting in July and cancels August's meetings

1 city cancels every other meeting from June to August

1 city holds 1 regular meeting and 1 workshop meeting in July
and 1 regular meeting and 1 workshop meeting in August

July 2000